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MINUTES

DD/S STAFF MEETING

24 November 1970

*Meetings  
(minutes)*

25X1

[REDACTED]  
Coffey was in the chair as Mr. Bannerman continues on his TDY to the Far East.

25X1 2. Mr. Bannerman is presently crossing the Pacific and will arrive in [REDACTED] later than expected. There is no word yet that Mr. Bannerman's arrival in the Washington Area will be delayed (27 November).

25X1 3. [REDACTED] Chief, Contract Personnel Division, OP, briefed on the Management Advisory Group (MAG). The MAG was created in 1969 and has met approximately 40 times. Its mission is fourfold:

- a. To establish a dialogue between top and middle management of the Agency;
- b. As a tool for top management to achieve a different perspective, i.e., from middle management;
- c. As a broadening device for middle management; and
- d. To provide for vertical communications channels outside the normal chain of command.

MAG has 14 members, three from each Directorate and two from the DCI area. Members are 35 to 45 years old and on one-year rotational assignments. One-third of the Group rotates every fourth month. MAG is loosely structured administratively. There are two co-chairmen who serve on a rotational basis. Generally, they have two meetings per month, after hours; extra meetings as necessary. One of the monthly meetings is a business meeting and the other is a dinner meeting usually with a senior Agency official. For instance, the Group met with the DCI in May 1970. Ideas for the Group's consideration come from the Group itself (e.g., the DCI's State of the Agency Address), individuals, subgroups, new members and on occasion by tasking from senior Agency officials. The Group's image of itself is that its members do not represent Directorates, but themselves. They

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believe themselves to be a good cross-section of the Agency, independent, and a good sounding board for reactions to proposed solutions to various problems. They believe in formulating an approach or solution to problems under consideration. The Group's communication is upward, not downward. They are not a full-time research staff. In the past they have met with the MEDC (Midcareer Executive Development Course). They are not necessarily revolutionary or original. They do not have any women members. Some of the topics of current concern to MAG are personnel problems including recruitment, career development, comers lists, using more Blacks in the Agency, and the role of youth in the Agency, as well as the State of the Agency Address. Mr. Coffey wondered if the MAG had run out of things to consider. In response, [ ] hoped 25X1 that they continue to have new ideas, especially from the new members. Mr. Blake asked if [ ] felt MAG had had an impact on Agency policy or 25X1 Agency management. [ ] allowed that he was not sure of the answer and was not sure that anyone knew.

4. Christmas parties were discussed at the last Deputies Meeting. Mr. Helms has stated that the parties must take place between 21-24 December and from 1500 to 1800 hours. The Office Heads will be responsible for conduct at the parties and, therefore, should be present. Mr. Coffey mentioned that Mr. [ ] DDP had suggested that employees bring in small presents 25X1 for young people. These presents would then be distributed to charitable organizations. This suggestion has been endorsed by the DCI and the Directors and there will be an Agency Bulletin forthcoming. [ ] noted that he would be 25X1 spread thin at these Christmas parties because of the several locations of Communications.

5. Mr. Coffey stated that he had been called by Mr. Peer DeSilva, C/FI Staff/DDP, after last week's DD/S meeting, at which it was announced by Mr. [ ] that as a result of the FE COS Conference a target of [ ] over- 25X1 seas personnel would be placed under non-official cover. There has been a DDP group formed to study the problem chaired by [ ] His 25X1 committee is due to report in December. Therefore, Mr. Coffey pointed out that no decision has been made by the DDP and that no action is required for the Support Services other than to be poised for the changeover.

6. Mr. Coffey asked that ten copies of agenda items be forwarded for proposed discussion at a Deputies Meeting; these are necessary to include copies for: Mr. White, each of the four principals, I.G., OGC, Mr. Wattles, who often acts as secretary, and ad hoc attendees.

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SECRET

7. Around the table

25X1 [ ] pointed out that kudos are due two radio operators [ ] 25X1

who manned their equipment around the clock during the recent crisis in

25X1 [ ] He also reported that he had been to a meeting of the U. S. Communi-  
cations Security Board on 23 November. He felt that much credit is due the  
new Chairman, Mr. Robert Froelke, ASD(A), because now the Board has some  
teeth in it. As a matter of fact, Computer/ADP and Security, a subject long  
overdue to be discussed, was to be an agenda topic for the February meeting.

25X1 [ ] stated that Security had issued [ ] new badges and that the 25X9  
procedure was going smoothly. He particularly appreciated the assistance of  
Printing Services Division, OL, who had met all their deadlines. He stated

that on 1 December the last of the [ ] utilizing CIA personnel 25X1  
would take place.

25X1

[ ]

Mr. Cunningham stated that the new CT class would convene soon with  
29 members; thus fulfilling the Agency quota of 50 CT's per year. He said  
that the interim assignments program for CT's had worked out well. He  
questioned whether the CT Program would accept any more women in the  
future. In this regard he expected to prepare a paper for the Deputies for  
their consideration of the problem, because he stated, in particular, that  
the Clandestine Service would not accept women CT graduates any more.  
He admitted, however, that this policy was not in writing. [ ] 25X1  
DDI Admin, took exception to the matter and stated that the DDI was still  
interested in women CT graduates and wished to pursue the matter further  
with Mr. Cunningham.

Mr. Cunningham reported that the fourth of a series of seminars on  
Latin America had just been completed. The topic of the latest seminar was  
on the population problem. The seminar was conducted by [ ] 25X1  
formerly of ONE, now with OTR. Mr. Cunningham suggested that the DD/S  
might profit from seminars of this type, particularly one for managers dealing  
with computers and attendant problems.

SECRET

SECRET

Mr. Cunningham mentioned that the training program for the disadvantaged which began 21 September, would be completed on 21 December. Out of the original 11 who had begun the program, 3 had dropped out. He felt the program was very effective. [ ] pointed out that this was a new concept in government. Additionally, he mentioned that these personnel are not counted in the Agency ceiling for the first year of their employment.

25X1

25X1

Mr. Cunningham stated that the Support School and Language School moved to the [ ] on 21 November. He pointed out that by agreement with the Central Cover Staff, DDP, the [ ] would have no cover.

25X1

As a social note Mr. Cunningham told us that the McLean Rotary Club will be at CIA today for a briefing followed by lunch in the cafeteria. He thought such easy, simple public relations acts should continue.

Mr. Blake asked whether the IG Study regarding summer employment had had any effect on the reduction from 400 employees last year to 200 employees this year. He wondered if there were any abuses connected with the use of summer employees and asked whether individual Office Directors could be notified in case of abuses by any of the Offices. Mr. Coffey stated that he was not aware of any DD/S problems, but would let the individual Office Heads know if he heard of any. [ ] pointed out that part of the problem was that the summer employees were not always fully employed (6 percent).

25X1

The bus canopy at the front door is expected to be completed on 31 December. In addition, portable guard houses will be provided at the two bus stops for guards who are checking badges of personnel disembarking from buses.



25X1

Support Operations Staff, DD/S

Distribution:

- Orig - DD/S Subject
- 1 - DD/S Chrono
- 1 - WEB
- 1 - HGM
- 1 - SOS

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